

County Auditor Duties

I. Secretarial

Secretary to:

County Commissioners and County Council

Prepare/Distribute Agendas

Keeps all Official Records (Contracts, letters of credit, bonds, minutes, bids and correspondence both Council and Commissioners)

Order supplies for Auditor's Office

Order paper for all County Offices

Organize flu shots for all County Offices

County Switchboard

Assisting taxpayers at the counter

II. Advertisement

Notice of all meetings: Council, Commissioners

Bids (Prepares and Distributes)

Budget Rates

County Claims

Payroll Claims

Vendor Claims

Highway Claims

County Sale

Ordinances

Property Tax Rates

III. Financial

Budget Preparation for Council

Initial Determination of Tax Rates for County Unit

Preparation of CAFR (End of year Report)

Additional Appropriations

Transfer of Funds

Administers **All Funds and Grants**

Audit Claims

Bond Payments
Fixed Assets
Insurance Ledger
Payroll
Employee Benefits
Personnel Files
Employee Service Records
Transfer Fee
Highway Checks
Jury Checks
Election Checks
Vacation and Sick Days
FMLA Requirements
Drain Records for Payment / Adjustment

IV. Tax

T.I.F.
C.A.G.I.T.
F.I.T.
C.V.E.T
Audits Treasurer's Books: Wheel Tax, Sur Tax & Excise Tax
Budget Transfers and Additions
Tax Calculations
Tax Sale-Publications & Records of Sale & Deeds
Tax Abatements
Transmit Budget Orders and Tax Rates for all units of Government in County
Tax Sale
Tax Sale Appeals
Corrections
Excise Tax
Maintain Audit: Ditch Maintenance, Ditch Reconstruction
Maintain Ditch split's and combines
Balance Assessor records with our program to certify assessed values:
Personal Property
State Distributable
Non-taxable's
Mobile Homes
Certify Net Assessed values after receiving them from Assessor

V. Property Records

Certification of Maps- **GIS mapping**

Deductions: Homestead, Mortgage, Veterans, Age & Disability

Maintains Subdivisions, Street Names, Splits or Combinations

Certify Signatures for Petitions

Fraudulent Homestead Deduction and Database

Ditch Maintenance Worksheets and Fund Balances

Reconstruction Worksheets and Fund Balances

Certify Sewer Liens and put on parcels for collection

VI. Personnel / Payroll

Employee Files:

Service Records

Job Classification

Wage Scale

Payroll:

Prepares

Advertises

W-2's

W-4's

1099's of several types

Taxes

Payment of Taxes to IRS, FICA & Dept. of Revenue

Employee Benefits:

Health Insurance

Life Insurance

Dental Insurance

Sick Leave Bank

Workers Comp

Deferred Comp

PERF

Vacation and sick days

VII. 12th of the month reporting

VIII. JOLT reporting

IX. Unemployment reporting

457B Plan- Sheriff
Cobra
Section 125 Cafeteria Plan
Overtime

X. Abstract / Settlement

Distribution to Taxing Units
Abstract
Settlement Spread Sheet to State
Quietus for All Receipts

XI. County Car

Scheduling and maintenance of vehicles

XII. Other Duties

Call and verify each individual polling place for the Clerk
Direct calls to proper department
Answer emails from different department heads and employees with questions
Quit or terminated employees returning County items

XIII. Gateway – Transparency

Budgets
100R
Data Entry for CNAV & Form 22
Debt Management
Other Post-Employment Benefits
TIF Management
Annual Report
Conflict of Interest Disclosure
Economic Development Reporting